

# TEXAS DEPARTMENT OF CRIMINAL JUSTICE

## JOB DESCRIPTION

**POSITION TITLE:** MANAGER III -  
Community Justice Assistance Division

SALARY GROUP: B24

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Carey A. Welebob DATE: 10/08/2015

POSITION #: 100125

## I. JOB SUMMARY

Performs complex managerial work administering the daily operations and activities of Community Justice Assistance Division (CJAD) programs. Work involves establishing goals and objectives; developing guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

## II. ESSENTIAL FUNCTIONS

- A. Manages activities of staff in the program area; plans, implements, coordinates, monitors, and evaluates policies and procedures; develops guidelines, policies, procedures, rules, and regulations; monitors compliance with policies and procedures; develops and implements techniques for evaluating program activities; and oversees a complaint processing system for the administration and enforcement of agency rules, regulations, policies, and procedures.
  - B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; manages evaluation activities; identifies areas in need of change and makes recommendations to improve operations; represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees; and testifies at hearings, trials, and legislative meetings.
  - C. Oversees the preparation of management and productivity reports and studies; develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary; oversees special investigations, program analyses, research studies, and internal audits; and develops, reviews, revises, and implements legislation.
  - D. Plans, assigns, and supervises the work of others; and provides technical guidance in the program areas.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, Finance, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning criminal justice, public administration, or program administration experience to include three years in the supervision of employees.
3. Experience in a governmental agency preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of local, state, and federal laws and regulations relevant to program areas.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to manage program activities.
5. Skill to establish goals and objectives.
6. Skill to develop and evaluate administrative policies and procedures.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.
10. Skill in public address.

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11. Skill to review technical data and prepare technical reports.

12. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.